



## Common Origination and Disbursement COD Processing Update

### ACG, National SMART Grant, and Pell Grant Programs

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February 9, 2007

## *ACG, National SMART Grant, and Pell Grant Programs*

### COD News

#### **COD System Maintenance Planned For Sunday, February 11, 2007 (02/07/07)**

The COD System will undergo routine maintenance on Sunday, February 11, 2007 from 2:00 A.M. until 8:00 A.M. (ET). In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. The impact of these overlapping outages is as follows:

- Users will not be able to submit or retrieve data via the COD Web site between 2:00 A.M. and 8:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 2:00 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

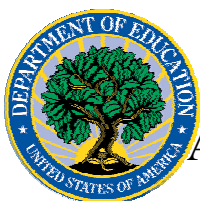
Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or e-mail [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

**NEW!**

#### **Impact on COD Processing February 18-19, 2007 (02/09/07)**

Federal Student Aid is planning to execute an extended Common Origination and Disbursement (COD) System maintenance activity on February 18, 2007. This activity will result in outages of certain COD System functionality for an extended period of time. Federal Student Aid appreciates your patience and understanding as it completes this important activity. In addition, funding requests will not be processed on February 19, 2007, the Washington's Birthday Federal holiday.

The information below explains how this activity and the holiday will impact COD System availability and processing. Please review this information to determine if processing at your school will be affected.



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#### **COD System Maintenance**

On **Sunday, February 18, 2007**, Federal Student Aid will perform extended system maintenance on the COD System. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) on February 18<sup>th</sup> due to its regular Sunday morning maintenance.

For Grant and Direct Loan Participants—

- The [COD Web site](#) will be unavailable for users to submit or retrieve data from 2:00 A.M. until 2:00 P.M. (ET).
- Batches submitted by schools via the SAIG between 2:00 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the COD System comes back up at 2:00 P.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.
- Batches submitted by schools via the SAIG between 11:00 A.M. and 2:00 P.M. (ET) will be held and not acknowledged back to schools until after the COD System comes back up at 2:00 P.M. (ET).

#### **Washington's Birthday Federal Holiday**

**Monday, February 19, 2007** is the Washington's Birthday Federal holiday.

For Grant and Direct Loan Participants—

- The COD School Relations Center will be open from 8:00 A.M. until 8:00 P.M. (ET).
- The COD System will accept and process data from schools and send back responses/acknowledgements, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, February 20<sup>th</sup>.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday will be posted on the [IFAP Web site](#).

#### **Unlocking and Resetting COD Web Site Passwords (02/09/07)**

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the [COD Web site](#) and complete the following steps:



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- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
  - Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
  - Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
  - Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
  - Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
  - Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
  - Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
  - Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "Click here if you are looking for more information on Common Origination and Disbursement" Link. To access the document *after* you log in to the Web site, click on the "Today's Update" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html>.

#### **2006-2007 COD Technical Reference February 2007 Updates Now Available (02/07/07)**

The 2006-2007 COD Technical Reference February 2007 updates are available on the [IFAP Web site](#). The 2006-2007 COD Technical Reference consists of multiple volumes that contain development information for the 2006-2007 Award Year. For a complete list of updates, refer to the "0607 COD Technical Reference February 2007 Change Tracking Log." If you have any questions regarding information contained in this document, please contact the COD School Relations Center.



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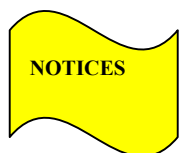
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#### 2007-2008 COD Technical Reference February 2007 Updates Now Available (02/07/07)

The 2007-2008 COD Technical Reference February 2007 updates are available on the [IFAP Web site](#). The 2007-2008 COD Technical Reference consists of multiple volumes that contain development information for the 2007-2008 Award Year. For a complete list of updates, refer to the "0708 COD Technical Reference February 2007 Change Tracking Log." If you have any questions regarding information contained in this document, please contact the COD School Relations Center.

### Reports And Data Requests



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Pell Year-to-Date (YTD) Records—

The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

- For rebuilds for the 2005-2006 and 2006-2007 Award Year, the school can submit the data request via the COD Web site or batch.
- For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone.